



An electronic version of this letter is available at:  
<https://davisic.princeton.edu/J1scholarletter>

Dear New J-1 Scholar,

Enclosed is a Certificate of Eligibility, Form DS-2019 issued through the Student Exchange Visitor Information System (SEVIS). Please follow the instructions below to ensure a better pre and post-arrival experience to the U.S.

### **J-1 Visa Application and Travel to the U.S.**

If you will be coming to Princeton from outside the U.S., you must present the DS-2019 to a U.S. Embassy or Consulate to apply for a J-visa.

You should:

1. **Carefully read page 2 of the Form DS-2019 before completing and signing the Exchange Visitor Certification at the bottom of page 1.**
2. **Verify the J-visa application procedures at the U.S. Embassy/Consulate website:**  
Find your local U.S. Consulate at <http://www.usembassy.gov/>
3. **Pay the SEVIS Fee and print the receipt:**  
J-1 applicants are required to file a Form I-901 and pay the SEVIS fee *before filing a J-1 visa application*. You can pay this fee online using a credit or debit card at <https://www.fmjfee.com/index.html>. Take the receipt to your visa interview. PLEASE NOTE: SEVIS payment covers you and all family members.
4. **Schedule your visa appointment/interview, and pay the visa application fee.**
5. **Review the enclosed *Exchange Visitor Program Welcome Brochure, Procedures Upon Arrival* memo, and *Health Insurance* guidance.**
6. **Visit our website [davisic.princeton.edu](https://davisic.princeton.edu)** for information on cultural adjustment, as well as, a variety of other practical matters (e.g., living expenses, housing, banking, transportation) including online orientation.
7. **Review important travel procedures at the *U.S. Customs and Border Protection* website: <https://www.cbp.gov/travel/international-visitors>**

### **Port-of-Entry Inspection**

Be prepared to show your Form DS-2019 and passport when you enter the U.S.

You may NOT:

- **Enter the U.S. more than 30 days *before* the start date** shown in section 3 of your Form DS-2019.
- **Enter the U.S. more than 30 days *after* the start date** shown in section 3 of your Form DS-2019. If you will be delayed, please contact the Davis IC as soon as possible, as we may need to issue a new document.

You will be asked to complete an Arrival/Departure Record (Form I-94). The immigration inspector will stamp your passport indicating the date and place of your arrival and indicate that you are admitted to the U.S. in J-1 status until "D/S (Duration of Status)". A paper record of your Form I-94 may be required by Human Resources or other government agencies, and can be retrieved here: <https://i94.cbp.dhs.gov/I94/-/home>

### After You Arrive

1. **Report to your department (see attached *Procedures Upon Arrival* memo)**
2. **Report to Human Resources, IF you will be paid by Princeton University, to complete an Employment Eligibility Verification Form (Form I-9):** This is a U.S. legal requirement. You must provide photo identification and proof that you are in the U.S. in J-1 status, within 3 days of the beginning date of your appointment to be eligible to be paid by the University. J-1 visa holders are authorized payment only from sources listed on the Form DS-2019 except for occasional lectures or consultations.
3. **Report your arrival to the Davis International Center:**  
Visit our web site: [davisic.princeton.edu/new-students-scholars/new-scholars-and-faculty](http://davisic.princeton.edu/new-students-scholars/new-scholars-and-faculty) under the heading Steps for Scholars and Faculty with Princeton Appointments follow the instructions in Step 2: Reporting Your Arrival | Mandatory Check-In for J-1 Scholars. We must report your arrival to the U.S. Department of Homeland Security *within 30 days* of the start date on the Form DS-2019.
4. **Apply for a U.S. Social Security Number (SSN):** After you have reported your arrival to the Davis IC you will need to call the closest Social Security Administration to schedule an appointment to apply for an SSN.  
NOTE: You can't apply until 10 days **after** you've reported your arrival/checked-in.
5. **For more information about J-status** visit: <http://j1visa.state.gov/>

### Important Legal Information

1. **Notify the Davis IC within 10 days of any address change.**
2. **Notify the Davis IC if any of your dependents depart the U.S. prior to your program completion.**
3. **Notify the Davis IC if you plan to work off-campus or participate in any outside activity, such as occasional lectures or consultations.**  
NOTE: Pre-approval from the Davis IC is required for all incidental activity.
4. **You have a 30-day "grace period" after your J-1 program ends.** This time should be used to prepare for departure.  
NOTE: You may remain in the U.S. during this "grace period" but you may not work.
5. **Visit our Finance and Treasury website** under the *Foreign Nationals* link for information on tax compliance: [finance.princeton.edu](http://finance.princeton.edu)
6. **Review the Wilberforce pamphlet on rights and protections for temporary workers:** <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/temporary-workers.html>

Welcome to Princeton University! Should you need assistance with any immigration-related issues once you arrive in the U.S., please feel free to schedule an appointment or visit us during walk-in hours.

Davis International Center  
A45 Louis A. Simpson International Building  
Princeton University  
Princeton, New Jersey 08544  
T 609-258-5006 | E [intlscholar@princeton.edu](mailto:intlscholar@princeton.edu)